



Missouri Department of Health and Senior Services

P.O. Box 570, Jefferson City, MO 65102-0570 Phone: 573-751-6400 FAX: 573-751-6010

Richard C. Dunn
Director



Bob Holden
Governor

Dear Prospective Summer Food Service Program Applicant:

Enclosed is the application packet for the 2004 Summer Food Service Program (SFSP). A copy of our 2004 training schedule is also included. Please note that training is mandatory for new sponsors. Training for experienced sponsors is optional, but recommended. Experienced sponsors with new staff members should strongly consider sending new personnel to New Sponsor Training for a comprehensive introduction to the SFSP.

Please submit your **complete** and **accurate** application by the following deadlines:

- ◆ If you want commodities delivered in May, we must receive your application by **March 15, 2004**.
- ◆ If you want commodities delivered in June, we must receive your application by **April 15, 2004**.
- ◆ If requesting a June advance, we must receive your application by **May 1, 2004**, in order for the advance to be processed on time.
- ◆ If none of the above apply, the final deadline for your completed application to be received in our office is **May 15, 2004**, or 30 days prior to your first day of operation, whichever is **earlier**.

Completed applications should be mailed to: Missouri Department of Health & Senior Services, Community Food and Nutrition Assistance, 930 Wildwood, P.O. Box 570, Jefferson City, MO, 65102.

Previous SFSP sponsors may submit their applications via the Internet, if you prefer. If you have not already requested a user ID and password, please call our office for a network access form. Once your user ID and password are assigned, they will be mailed to you with instructions for submitting your application on-line. New sponsors may not submit their first applications via the Internet, but may request a user ID and password after approval. If you have other questions, please call us at 888-435-1464 or 573-751-6250. Your interest in the SFSP is appreciated.

Sincerely,

Melanie Madore, MHA, Associate Chief
Community Food and Nutrition Assistance

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Enclosures

www.dhss.state.mo.us

The Missouri Department of Health and Senior Services enhances quality of life for all Missourians by protecting and promoting the community's health and the well-being of citizens of all ages.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: Services provided on a nondiscriminatory basis.